

JOB TITLE	Reflection Room Manager (Secondary School)	JOB REF NO	AAAE5097
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BASIC JOB PURPOSE

Within a framework prescribed by the school and in accordance with the aims and policies of the school, undertake a specialist role working collaboratively with teaching staff and other support staff to enhance the development and education of children. To take small groups and to work with students on a one to one or small group basis.

MAIN RESPONSIBILITIES	
1	Within a framework prescribed by the school, prepare, plan and implement individual and small group programmes across the whole school, working alongside and in conjunction with the Pastoral Team.
2	Co-ordinate the work of individuals so that the needs of particular projects and shared objectives for supporting individuals or groups of students are met.
3	Manage the behaviour of a small group of students whilst they are undertaking their work to ensure a constructive environment, and pre-empt/deal with situations arising in accordance with school policies and procedures.
4	Analyse, observe, track and monitor individual student progress through a range of assessment and monitoring techniques to provide information/data for the compilation of reports, and to provide appropriate feedback to students and staff.
5	Access, maintain and update a range of school records to facilitate assessment of students' progress.
6	Ensure that student's health and safety is maintained in, around and for out of school educational visits including supervised use of specific tools, equipment and learning materials to ensure students' safety and facilitate their physical and emotional development in accordance with the school's managing behaviour strategies.
7	Display and present the students' work so that it enhances the classroom environment and celebrates achievement.
8	Prepare and maintain Reflection Room resources (including control of stock within the classroom) so that they are readily available for use.
9	Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of students' well-being.
10	To be a mentor for KS3 and KS4 students who have behaviour problems.
11	Attend staff and other meetings, open evenings and participate in staff training development work, and staff reviews as required
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	